

Adding a person to a list



This tutorial explains how to add a student or an applicant to a list.



1. **Students** > **List of all students** > next to required student
2. **Applications** > **Lists of students/applicants** > next to required list > next to required person
3. **Applications** > **List of all applications** > next to required applicant
4. Type first or last name in the search field (upper right corner of EConsort interface) and press Enter. > next to required person



A **user** is a person managing the EConsort application.

An **applicant** is an applying student.

A **student** is an applicant who has been admitted.

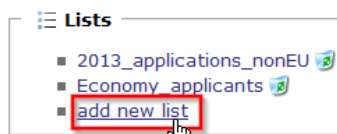


Printscreens in this tutorial are centered and indicated by a box.

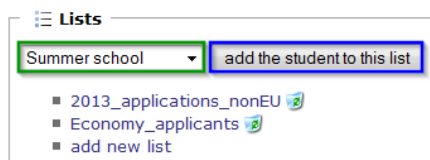


Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ In the person's toolbox, go to the menu *Lists* and click **add new list**.



▼ Choose a list from **the choice list** and confirm by clicking **the button**.



▼ The person has been added to the chosen list, that **can now be found in the overview in his/her toolbox**.

